



ROCHESTER

Minnesota



October 03, 2012

DEPARTMENT OF PUBLIC WORKS
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Rochester, MN 55904-3740
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RE: SIDEWALK SNOW REMOVAL ADMINISTRATIVE FINE AND ENFORCEMENT

Sidewalk Snow Removal Administrative Fine and Enforcement

The Public Works Department Employees have been given authority to issue Administrative Citations in the enforcement of the existing sidewalk snow removal ordinance.

Central Business District: Public Works staff will frequently monitor the snow removal efforts of downtown business owners within a 24-48 hour period after the snow event ends. Public Works staff will also respond to complaints when received, but in the CBD we will be monitoring the sidewalk conditions regularly regardless of whether we get complaints or not. Citations will be issued when the sidewalks have not been cleared of snow and ice. The City's contractor will be dispatched to clear the snow and ice. The cost of the Administrative Citation and the snow removal will be sent to the property owner.

Residential Neighborhoods: Public Works staff will respond to complaints in residential neighborhoods. We will not be regularly monitoring sidewalk conditions in residential neighborhoods. However, when we do respond to a complaint we will inspect all sidewalks on both sides of the street within the same block of the complaint address. Citations will be issued if any sidewalk within that block has not been cleared of snow and ice. The City's contractor will be dispatched to clear the snow and ice. The cost of the Administrative Citation and the snow removal will be sent to the property owner.

Commercial / Industrial Business Areas: Public Works staff will respond to complaints in these areas. We will not be regularly monitoring sidewalk conditions. However, when we do respond to a complaint we will inspect all sidewalks on both sides of the street within the same block of the complaint address. Citations will be issued if any sidewalk within that block has not been cleared of snow and ice. The City's contractor will be dispatched to clear the snow and ice. The cost of the Administrative Citation and the snow removal will be sent to the property owner.

NOTE: We will track the number of Administrative Citations issued to each property. If particular property receives three (3) Administrative Citations within a 365 day period, the Public Works staff will identify that property as a high priority and will monitor that property more frequently for compliance and not necessarily rely on complaints before making an inspection for compliance or issuing an Administrative Citation.

Figure 1 – Administrative Citation Process and Contractor Services

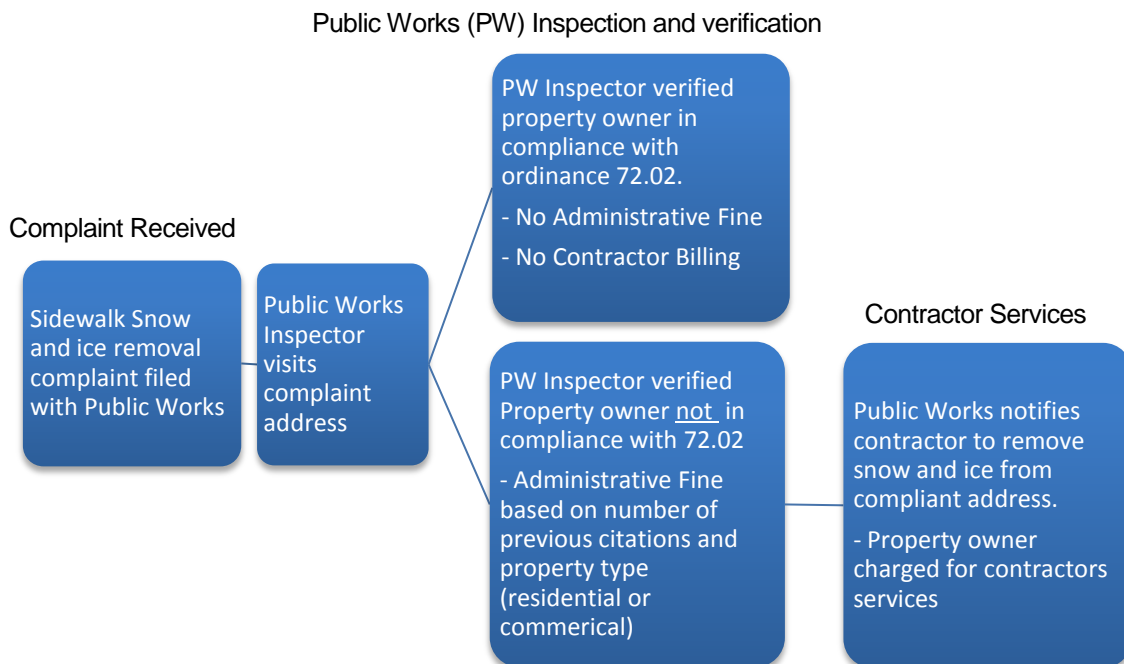


Figure 2 – Contractor Costs for Service during Duration of Contract

Contractor	Primary Tasks and Unit Price per Year											
	Mobilization			Removal of Snow and Ice on Sidewalks and Pedestrian Ramps			Clearing Pedestrian Ramp			Sanding Sidewalks and Ramps		
	(Per Job)			(Linear Foot)			(Each)			(Linear Foot)		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Kobals Poured Walls, Inc.	40.00	42.00	44.00	0.38	0.40	0.42	20.00	22.00	24.00	0.20	0.22	0.24

Figure 3 - Administrative Citation Fines per Violation

	Residential Property			Commercial Property		
Violation number	1	2	3	1	2	3
Administrative Citation Fee (based on number of violations per 365 day period)	\$40	\$60	\$120	\$60	\$100	\$200